

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY19-20**

**A RESOLUTION OF THE CITY OF GUSTAVUS ESTABLISHING POLICY AND PROCEDURE
FOR CITY ADVISORY COMMITTEES AND REPEALING RESOLUTION 2011-07 A
RESOLUTION TO ADOPT POLICY ON ANNUAL WORK PLAN FOR CITY COMMITTEES**

WHEREAS, the City of Gustavus has the need to develop policy and procedure for city advisory committees to provide continuity and compliance with the City of Gustavus Code of Ordinances; and,

WHEREAS, Chapter 2, Section 2.40.150 – Committees, of the Gustavus Code of Ordinances provides policy guidance for the establishment and execution of committees; and

WHEREAS, established procedures are needed to provide guidelines for the development of recommendations to the City Council, actions specific to the charges given to the committee including:

- Advocacy
- Research and compile information
- Investigate and propose alternatives and methods to address issues, questions and/or problems pertaining to the purpose of the committee
- Other duties as assigned by the City Council; and,


WHEREAS, the advisory committee will be formed with the establishment of the following development principles that will provide consistency in the formation of city advisory committees:

- a. **Mission Statement.** The advisory committee will create and submit to the City Council a mission statement consistent with the charges for the creation of the committee.
- b. **Problem Statement.** The advisory committee will develop a list of key problems and/or opportunities that address the charges of the committee.
- c. **Prioritized Goals.** The advisory committee shall develop, in priority, a list of one to five goals that the advisory committee will seek to attain in pursuit of complying with the charges. Some goals may be assigned by the City Council.
- d. **Key Tasks.** The advisory committee will develop key tasks to be completed during the term of the committee. The key tasks will identify how a goal will be completed. A key task may be assigned by the City Council.
- e. **Updates.** The advisory committee will provide progress updates to the City Council at General Meetings under Agenda Item 5. "Committee/Staff Reports"; and,

NOW, THEREFORE, BE IT RESOLVED, that Resolution 2011-07 be Repealed and Replaced.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Gustavus City Council adopts Resolution 2019-XX, which includes Exhibit A "Policy and Procedure for City Advisory Committees."

PASSED and APPROVED by the Gustavus City Council this 14th day of October, 2019, and effective upon adoption.



Calvin Casipit, Mayor



Attest: Karen Platt, City Clerk

CITY OF GUSTAVUS

POLICIES AND PROCEDURES

TITLE: CITY OF GUSTAVUS POLICY AND PROCEDURE FOR CITY ADVISORY COMMITTEES

BACKGROUND:

The City Council recognizes and appreciates the value of citizen advisory committees in addressing problems and performing projects that require a broader public participation than can be obtained from Council meetings or work sessions. Therefore, from time to time the Council will solicit community volunteers to perform the duties of an advisory committee that assists in the work of the Council. Execution of the duties will be in accordance with Chapter 2, Section 2.40.150 – Committees, Gustavus Code of Ordinances.

POLICY:

Pursuant to a Resolution CY19-20 by the City of Gustavus, the City has authorized the formation of a City Advisory Committee to recommend to the City Council actions specific to the charges given to the committee including, but not limited to, the following:

- Advocacy
- Research and compile information
- Investigate and propose alternatives and methods to address issues, questions, and/or problems pertaining to the purpose of the committee
- Other duties as assigned by the City Council

The advisory committee will have a composition of members determined by the City Council.

The Mayor will designate a Chair of the advisory committee or may designate the advisory committee members to select the Chair.

The advisory committee will serve at the pleasure of the City Council for such period as determined by the City Council.

The minimum frequency of meetings by the advisory committee will be determined by the City Council.

The advisory committee is subject to the Open Meetings Act (OMA).

Meeting notices shall include the type of meeting, subject, date, time and place of the meeting. Notices shall be placed on all City bulletin boards and website not less than five days before the time of the meeting.

The conduct of meetings shall be governed by the Chair of the advisory committee according to the Robert's Rules of Order.

A Committee must have a quorum to conduct business and to pass any recommendation. A quorum is 50% of the assigned membership increased to the next whole number.

Summary minutes in the form of meeting action outcomes and relevant documents will be publicly available and archived to the City of Gustavus website by the City Clerk.

PROCEDURE:

The following steps will be followed in the creation of the advisory committee procedures.

- a. **Mission Statement.** The advisory committee will create and submit to the City Council a mission statement consistent with the charges for the creation of the committee.
- b. **Problem Statement.** The advisory committee will develop a list of key problems and/or opportunities that address the charges of the committee.
- c. **Prioritized Goals.** The advisory committee shall develop, in priority, a list of one to five goals that the advisory committee will seek to attain. Some goals may be assigned by the City Council.
- d. **Key Tasks.** The advisory committee will develop key tasks to be completed during the term of the committee. The key tasks will identify how a goal will be completed. A key task may be assigned by the City Council.
- e. **Updates.** The advisory committee will provide progress updates to the City Council at General Meetings under the General Meeting Agenda Item 5. "Committee/Staff Reports".



Signed

Mayor of the City of Gustavus

10/15/2019

Date